

**ADMINISTRATIVE HEARING INTERPRETER or MEDICAL INTERPRETER EXAM –
Cantonese, Japanese, Korean, Spanish, or Vietnamese –
(circle the test type and language you are interested in)**

WRITTEN TESTS APPLICATION

Directions: Complete this application (print clearly), enclose a **money order or cashier's check** (personal checks are **not** accepted) for **\$325.00 for Medical Interpreter or \$250.00 for Administrative Hearing Interpreter**, and mail to: **CPS**, Interpreter Program Division, 241 Lathrop Way, Sacramento CA 95815.

_____ (First)	_____ (Middle Name/Initial)	_____ (Last)	_____ Soc.Sec.Number
_____ (Number and Street Name) (Apt. No.)		_____ (City)	
_____ (In which COUNTY do you reside?)		_____ (State)	_____ (ZIPCode)
Home # () _____		Msg. # () _____	
FAX # () _____		PAGER # () _____	E-mail _____

REQUIRED INFORMATION

- 1) If you have previously taken the written tests for Interpreter, specify which test _____ and the month/year: _____
- 2) If you were previously certified, provide the month/year you became certified _____, your certification type, number, and language _____

SCHEDULING YOUR PARTICIPATION IN THE EXAMINATION CYCLE

CIRCLE THE DATE YOU CHOOSE TO TAKE THE WRITTEN TEST:

Aug. 21, 2004 (Final Filing: July 9, 2004)

Jan. 8, 2005 (Final Filing: Nov. 19, 2004)

Aug. 20, 2005 (Final Filing: July 8, 2005)

Jan. 7, 2006 (Final Filing: Nov. 18, 2005)

{Postmarks are not accepted. Applications must be in our office by the final filing date.}

CIRCLE THE AREA WHERE YOU WOULD PREFER TO TAKE THE WRITTEN AND ORAL EXAM:

Contra Costa County/Bay Area Sacramento Area Fresno Area* Los Angeles Area San Diego Area**

***Fresno applicants who pass the written tests will be scheduled to take the oral performance exam in Sacramento.**

****For Los Angeles AREA applicants, it may be necessary for CPS to schedule tests in a nearby county such as Orange, Ventura, Riverside, etc.**

How did you hear about the Certification Exam? Newspaper ___ School ___ Friend or Relative ___ Interpreter ___ Other ___
Have you taken classes in interpreting? ___ Where? ___ Did you graduate/complete a program? ___
How many years of Interpreting experience do you have? ___ (You must read and sign the reverse)

IMPORTANT - READ CAREFULLY

1. Applications must be received by CPS by the final filing date described in the Information Packet and must be accompanied by a cashier's check or money order. **POSTMARKS ARE NOT ACCEPTED.** Late applications will be held for the next exam in the same fiscal year, or returned for filing in the next fiscal year.
2. Application filing fees are **NON-REFUNDABLE**. If you fail to appear for the written tests or oral exam as scheduled, you cannot be rescheduled for a future test date and your fee will be forfeited. (*Absolutely no exceptions can be made.*)
3. Cancellation or rescheduling your participation in either exam component without reapplying and submitting the full filing fee is not permitted except in the case of extreme emergency. If you must reschedule your examination you must communicate with CPS in writing at least 1 day prior to your scheduled examination date and submit a money order or cashier's check for \$100.00.
4. Candidates are required to sign a security agreement regarding the confidentiality of exam material at the oral performance test site and are prohibited from recording any portion of the oral performance exam. Candidates may take notes during the oral exam but these notes must be surrendered at the conclusion of the test. Candidates who leave the oral performance test site with notes taken during the exam in their possession will automatically be disqualified and are subject to prosecution. Further, candidates leaving the test site with notes taken during the test may be required to reimburse the State Personnel Board for all costs related to development of replacement test material.
5. Candidates are tested privately during the oral performance test and all exam sessions are tape-recorded. The tape recordings are the property of the State Personnel Board. The oral performance exam is usually held in a conference room setting.
6. **Applicants may not use any aids—i.e., dictionaries, books, notes, and the like—during either the written or the oral performance test. THE REQUIRED ADMITTANCE IDENTIFICATION ITEMS, A WALLET, AND CAR KEYS MAY BE BROUGHT INTO THE TEST ROOM ONLY IF THEY ARE PLACED IN A CLEAR PLASTIC BAG. NO OTHER PERSONAL ITEMS MAY BE BROUGHT INTO THE TEST ROOM FOR EITHER THE WRITTEN OR THE ORAL EXAMINATION. Other items must be returned to your car or left unattended outside the exam room. CPS is not responsible for lost or stolen articles.**
7. Test results are mailed to each candidate's address of record and are **not** available by telephone.
8. **CPS reserves the right to change the manner in which the exam is administered and examination dates in order to meet program needs.** While every effort will be made to adhere to the test dates described herein, these dates **cannot** be guaranteed.
9. If you are unable to test on Saturday or at any other time due to religious reasons, or if you have a physical disability that requires special accommodations, explain your needs here:

You MUST attach documentation from a recognized religious authority or medical professional on their official letterhead. If you do not attach documentation, your application will be "pending" until documentation is received. This could delay your exam.

10. I have just completed the **Written Exam Application** because I have not passed the written exam within the past **48 months**. I understand that I am responsible for filing the correct application and abiding by all final filing dates. **I have circled the test type and language on the front of the application.**

By signing this application I am acknowledging that I have read, and I understand, the items 1 through 10 above. (Not signing this application could delay your examination.)

Signature
Rev. 5/04

Date